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**PUBLIC REVIEW DRAFT, FEBRUARY 21, 2007**



**SIERRA NEVADA**  
CONSERVANCY

**SIERRA NEVADA CONSERVANCY GRANT PROGRAM**

**FUNDED BY**

**Safe Drinking Water, Water Quality and Supply, Flood Control, River and  
Coastal Protection Bond Act of 2006**

**PROPOSITION 84**

## **GRANT GUIDELINES**

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic and social well-being of the Sierra Nevada Region, its communities and the citizens of California.*

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## Introduction

- California voters passed Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006 (the Act) on November 7, 2006. Proposition 84 added Section 75050 to the Public Resources Code (PRC), authorizing the Legislature to appropriate \$928 million for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Section 75050 (j) allocates \$54 million of these funds for the Sierra Nevada Conservancy (SNC).
- The Laird-Leslie Sierra Nevada Conservancy Act, commencing with PRC Section 33300 established the Sierra Nevada Conservancy and established the authority for the SNC to administer grant funds.
- The Sierra Nevada Conservancy has adopted a Strategic Plan and is developing Program Guidelines in accordance with the statute, which provides direction for the SNC and the basis for the grant guidelines.
- These guidelines establish the process used by the SNC to solicit applications, evaluate proposals and award grants under the Sierra Nevada Conservancy grant program from Proposition 84.
- Grant funds will be allocated through two primary approaches, competitive grants and strategic opportunity grants. These guidelines provide procedures for both types of grants.
- It is anticipated that approximately \$17 million from Proposition 84 will be allocated annually for 3 years beginning in 2007-08. For Fiscal Year 2007-08, the funds will be allocated as follows:
  - Approximately \$9 million will be allocated through competitive grants across the SNC region to meet the purposes of the SNC;
  - Approximately \$6 million will be allocated as Strategic Opportunity Grants (SOG's) to eligible applicants to address top priority needs across the six Sub-Regions (\$1 million will be allocated for each sub-region).
  - Approximately \$2 million in SOGs will be awarded for Projects that have Region-wide significance.

The SNC Board will review this formula and determine the appropriate allocation for future year funding.

- All terms or phrases appearing in *CAPITALIZED ITALICS* in this document are defined in Appendix C.
- An administrative companion manual for these guidelines is being developed and will include all contractual and administrative forms for approved grants

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## Eligible Applicants

Grant funds may be awarded to public agencies, *NONPROFIT ORGANIZATIONS* and *TRIBAL ORGANIZATIONS*.

## General Requirements

The Program will provide funding for the *PROTECTION* and *RESTORATION* of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the Sierra Nevada Conservancy as defined by PRC Section 33302 (f).

## Program Areas

*PROJECTS* must address one or more of the program areas of the SNC below:

- (1) Provide increased opportunities for tourism and recreation.
- (2) Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
- (3) Aid in the preservation of *WORKING LANDSCAPES*.
- (4) Reduce the risk of natural disasters, such as wildfires.
- (5) Protect and improve water and air quality.
- (6) Assist the regional economy through the operation of the conservancy's program.
- (7) Undertake efforts to enhance public use and enjoyment of lands owned by the public.

## Eligible Projects

Funds will be awarded for *PROJECTS* that are consistent with the provisions of the Program Guidelines and *PROPOSITION 84*. The SNC Program Guidelines contain examples of potential *PROJECTS* that may be helpful in considering proposals, recognizing that these examples are not meant to reflect a comprehensive list. *PROJECTS* should generally address one of the following objectives:

1. *PROTECTION* or *RESTORATION* of agricultural, forest, or grazing land, or other working landscapes.
  2. *PROTECTION* or *RESTORATION* of land adjacent to or affecting rivers, streams, lakes, wetlands and associated lands.
  3. *PROTECTION* or *RESTORATION* of land that mitigates or prevents current or anticipated adverse impacts to natural resources.
  4. *PROTECTION* or *RESTORATION* of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources, including, but not limited to:
    - Erosion control;
    - The control and elimination of exotic species;
    - Prescribed burning;
    - Fuel hazard reduction;
    - Road or trail elimination, road-to-trail conversion, trail reconstruction, trail relocation and associated removal of old or non-system trails;
    - The improvement of physical structures or facilities;
    - Natural recharge/storage of water; and
    - Wildlife habitat protection and enhancement.
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Other requirements include:

- Applications must include a proposal for the long-term management of the resource protected or restored.
- *APPLICANTS* may apply for more than one *PROJECT*.
- *PROJECTS* must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000).
- All real property or interest in real property shall be acquired from a willing seller (Public Resources Code, Section 75070.4).
- The program will provide funding for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the Sierra Nevada Conservancy as defined by PRC Section 33302 (f).

### **Eligible Costs**

Only direct costs specified in the Grant Agreement will be eligible for funding. All *ELIGIBLE COSTS* must be supported by appropriate documentation. Direct costs include expenses necessary and unique to the *PROJECT*. Salaries and benefits of employees not directly assigned to a *PROJECT* including personnel, business services, information technology, janitorial, and salaries of supervisors and managers; and overhead such as rent, utilities, supplies, etc. are considered as “overhead” costs, and are not eligible.

### **Issuance of Grants**

The SNC will award grants using two different approaches: Competitive grants and Strategic Opportunity grants. The process that will be used for each approach is described in detail below. SNC staff will work with applicants to determine the most appropriate type of grant opportunity for potential projects.

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## Competitive Grants

Competitive Grants: *PROJECT* applications are received on a set schedule, reviewed by SNC staff and approved by SNC Board. They are ranked and selected based upon program specific criteria. The Competitive Grant process will be used to address projects in two primary categories: 1) Acquisition projects, including less than fee title (conservation easements, purchase of development rights, etc.) and fee title (in all cases only with willing sellers) and 2) Site improvement projects. The grants will have a minimum award of \$50,000 and a maximum of \$1,000,000.

## Application Process

Applicants will be required to submit a complete Application packet to the SNC by the posted deadline. If submitted as a hard copy, it should be an unbound original with all appropriate signatures. For electronic submittals, a hard copy of any signature pages should be submitted as well. Each *APPLICATION* must include a Table of Contents with the remaining documents in the order listed on the Checklist included in Appendix D. All pages shall be numbered (handwritten numbers are acceptable).

NOTE: An *APPLICANT* may submit *APPLICATIONS* for more than one *PROJECT*; however, each *PROJECT* must have its own *APPLICATION*.

Letters of support are not required, however, may be submitted any time prior to the *SNC*'s announcement of recommendations for funding. Letters of support should be directed to the *APPLICANT*.

## Grant Selection Process

- *APPLICANTS* submit a complete grant application to the *SNC* by the deadline.
- *APPLICATION* reviewed for completeness and eligibility.
- Complete, eligible *APPLICATIONS* evaluated by the *SNC* staff using the evaluation criteria described below. In evaluating projects, *SNC* staff may involve other parties as necessary and appropriate.
- In evaluating *APPLICATIONS*, *SNC* may consider awarding partial funding.
- Site visits will be scheduled for semi-finalists, as necessary and appropriate. Scores may be adjusted as a result of the site visit.
- The *SNC* staff recommends *PROJECTS* for funding to the *BOARD*.
- The *BOARD* determines the final awards.

## Acquisition Projects

### Overview

The *SNC* may make grants to public agencies, nonprofit organizations, and tribal organizations to acquire an interest in real property from willing sellers, including a fee interest. (The *SNC* is prohibited by statute from acquiring fee title interest of real property itself). Grants shall be disbursed to a recipient entity only after the entity has entered into an agreement with the *SNC*, on the terms and conditions specified by the conservancy. After approving a grant, the *SNC* may assist the grantee in carrying out the purposes of the grant

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## Requirements

The *SNC* and *APPLICANT* shall cooperate with and consult with the city or county where a grant is proposed or an interest in real property is proposed to be acquired; and shall, as necessary or appropriate, coordinate its efforts with other state agencies, non-profit organizations, or other interested parties. The *SNC* and *APPLICANT* shall, as necessary and appropriate, cooperate and consult with a public water system that owns or operates facilities, including lands appurtenant thereto, where a grant is proposed or an interest in land is proposed to be acquired.

An *APPLICANT* for a grant from the *SNC* to acquire an interest in real property shall specify all of the following in the grant application:

- (1) The intended use of the property.
- (2) The manner in which the land will be managed.
- (3) How the cost of ongoing management will be funded.

In the case of a grant of funds to a *NONPROFIT ORGANIZATION* or *TRIBAL ORGANIZATION* to acquire an interest in real property, including, but not limited to, a fee interest, the agreement between the *SNC* and the recipient *NONPROFIT ORGANIZATION* or *TRIBAL ORGANIZATION* shall require all of the following:

- (a) The purchase price of an interest in real property acquired shall not exceed fair market value as established by an appraisal approved by the *SNC*.
- (b) The terms under which the interest in real property is acquired shall be subject to the *SNC*'s approval.
- (c) An interest in real property to be acquired under the grant shall not be used as security for a debt unless the *SNC* approves the transaction.
- (d) The transfer of an interest in the real property shall be subject to approval of the *SNC*, and a new agreement sufficient to protect the public interest shall be entered into between the *SNC* and the transferee.

The *PROJECT* funded with grant funds may be transferred to another eligible applicant if the successor Grantee assumes the obligations imposed under this contract and with the concurrence of the *SNC*.

A deed or instrument by which the *NONPROFIT ORGANIZATION* or *TRIBAL ORGANIZATION* acquires an interest in real property under the grant shall include a power of termination on the part of the *SNC*. The deed or instrument shall provide that the *SNC* may exercise the power of termination by notice in the event of the *NONPROFIT ORGANIZATION* or *TRIBAL ORGANIZATION*'s violation of the purpose of the grant through breach of a material term or condition thereof, and that, upon recordation of the notice, full title to the interest in real property identified in the notice shall immediately vest in the *SNC*, or in another public agency or a *NONPROFIT ORGANIZATION* or *TRIBAL ORGANIZATION* designated by the *SNC* to which the *SNC* conveys or has conveyed its interest.

## **Site Improvement Projects**

### Overview

These *PROJECTS* will *PROTECT* or *RESTORE* rivers, lakes and streams, their watersheds and associated land, water, or other natural resources. *PROJECTS* must also address one or more

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of the SNC's program goals (see Program Guidelines for some examples of projects). As described in the "Eligible Projects" section earlier in this document, a wide array of potential projects will be considered by SNC. Applicants are encouraged to consult with SNC staff in determining the appropriateness of potential projects.

### Requirements

A Grantee will agree to use and maintain the *PROJECT* funded with Grant monies under this Contract only for the purposes of the Act and only for the purposes for which the funds were requested and no other use, sale, or other disposition or conversion of the property shall be permitted except as authorized by a specific act of the Legislature and the property shall be replaced with property of equivalent value and usefulness as determined by the SNC.

### Land Tenure

*APPLICANTS* must certify to the *SNC* that they have adequate tenure to, and site control of, properties to be improved. *APPLICANTS* can include the recordation number(s) on the *APPLICATION* form or on a separate sheet attached to the *APPLICATION* form. Recordation numbers are found on the deed or may be obtained through the applicable county recorder's office.

Adequate tenure includes, but is not limited to:

- Ownership
- Agreements where the *APPLICANT* has adequate site control for the purposes of the *PROJECT*

Adequate site control is the power or authority to:

- Manage, direct, superintend, restrict, regulate, govern, administer, or oversee a plot of ground suitable or set apart for the planned *PROJECT* use.

### Land Tenure Requirements – Alternate Process

When an *APPLICANT* does not have tenure at the time of *APPLICATION*, but intends to establish tenure via an agreement that will be signed upon *GRANT* award, the *APPLICANT* may choose to follow the alternate land tenure process by:

- Submitting a copy of the proposed agreement, as well as letters from the *APPLICANT* and the prospective landlord in which each commits to sign the proposed agreement should the *APPLICATION* be successful. The proposed agreement must meet the land tenure requirements listed previously and be reviewed and approved by the *SNC*.
- Once the *SNC* has recommended the *PROJECT* for funding, the *APPLICANT* must submit a fully-executed agreement which meets the land tenure requirements prior to *CONTRACT* execution.

## **Project Proposal and Evaluation**

Project Proposals must address each of the areas listed below.

The information provided in the *PROJECT* proposal will allow the *SNC* to evaluate the competing *GRANT APPLICATIONS* based on the criteria described below. In addition to striving for objectivity and uniformity in evaluating proposals, the *SNC* will make an effort to provide equitable

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geographic distribution of funds provided that sufficient well-qualified proposals exist throughout the region.

In order to be eligible for funding, a *PROJECT* must provide for the *PROTECTION* and *RESTORATION* of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the Sierra Nevada Conservancy as defined by PRC Section 33302 (f). The project must also address one or more of the SNC program goals described in # 1 below (additional information is provided in the SNC's Program Guidelines).

Projects will be evaluated on a variety of criteria in order to determine which projects will provide the greatest contribution to achieving the SNC's mission. Project proposals must provide information addressing the following criteria:

(The total points possible for each Application are 100).

**1. What SNC program goals does the project address (multiple benefits will be awarded additional points)? Describe how the project contributes to each program goal (if it a goal is not addressed, enter N/A). (Maximum of 20 points)**

- a) Provide increased opportunities for tourism and recreation.
- b) Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
- c) Aid in the preservation of working landscapes.
- d) Reduce the risk of natural disasters, such as wildfires.
- e) Protect and improve water and air quality.
- f) Assist the regional economy through the operation of the SNC's program.
- g) Undertake efforts to enhance public use and enjoyment of lands owned by the public.

**2. Land and Water Benefits (Maximum of 20 points)**

Describe the benefits the *PROJECT* will provide for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the Sierra Nevada Conservancy as defined by PRC Section 33302 (f). Include all direct and indirect impacts (or avoidance of adverse impacts) on water and watersheds, and other natural resources including wildlife habitat and working landscapes.

**3. Threat (Maximum of 10 points)**

Describe any existing or potential threats to the *PROJECT* site and what could happen if the *PROJECT* is not funded, and/or how the *PROJECT* would minimize or eliminate this threat. Description should also address the urgency of any existing or potential threat, including documentation of such urgency.

**4. Cooperation and Community Support (Maximum of 10 points)**

Describe the efforts to include various stakeholders in planning and/or implementation of the Project. Provide information on the following:

- Methods used to obtain the ideas of interested parties and public agency and non-profit partners
- Consultation with local agencies, including water agencies
- Notification to interested parties of the opportunity to participate, and approximate number of interested parties notified
- Use of stakeholders in designing and/or implementing the Project
- Demonstrated community support for the project

## **5. Implementability (Maximum of 10 points)**

The project can be implemented in a timely manner. If a project is large and complex and depends on other funding sources, the portion of the project to be funded by the Conservancy must be able to be implemented by itself in a manner consistent with the objectives of the SNC program area. To be considered for funding, Projects must be ready to proceed and be completed before the timeframes for the current funding expire.

### **For *ACQUISITION PROJECTS*:**

1. Indicate the parties involved in the *ACQUISITION*, their roles, and whether the *APPLICANT* OR other any party owns an option to buy the real property in question.
2. Address the status for each of the following:
  - CEQA compliance
  - Commitments from project partners
  - Comparable sales data
  - Appraisal
  - Preliminary title report
  - Property restrictions and/or encumbrances, easements, mineral rights
  - Negotiations of terms of sale, option to purchase or easement with a willing seller.
3. How did you determine the best vehicle for the Acquisition (i.e., fee simple, easement, etc.)?
4. Has a Phase I or Phase II Toxic Report been done? If so, briefly describe the findings.
5. What other factors affect the *ACQUISITION*'s timeline and completion? How will these factors be addressed?
6. Has there been any opposition to the *PROJECT*? If so, explain the nature of the concerns and how you have addressed them.

### **For *SITE IMPROVEMENT PROJECTS*:**

1. Indicate the land tenure held
  - a. Address the status for each of the following:

- CEQA compliance
  - Commitments from *PROJECT* partners
  - Availability of labor and materials
  - Property restrictions and/or encumbrances, easements, mineral rights
2. What other factors affect the *SITE IMPROVEMENT'S* timeline and completion? How will these factors be addressed?
  3. Has there been any opposition to the *PROJECT*? If so, explain the nature of the concerns and how you addressed them.

**6. Management, Maintenance, and Adequacy of Design (Maximum of 10 points)**

Applicants must demonstrate their ability to complete the *PROJECT* and manage the *PROJECT* resources.

Describe the capability of Applicant agency and/or partners to provide for all relevant aspects of an integrated management process that includes *PROJECT* planning, *ACQUISITION*, *RESTORATION*, monitoring, operation, and maintenance. The Applicant should demonstrate that staff or partners involved in the *PROJECT* will utilize all the applicable basic elements of a *PROJECT* management process. Provide information on the following:

- Applicant's or partners' demonstrated ability or type of training received to implement the proposed *PROJECT*.
- All elements of an excellent management process including:
  - The appropriate up-front planning that demonstrates the *PROJECT* need;
  - The expertise needed to complete your Acquisition within the *APPLICANT'S* organization or partners;
  - Utilizing appropriate design to obtain maximum sustainability of the proposed *PROJECT*;
  - A demonstrated ability to design the *PROJECT* to minimize impact to the natural and cultural resources;
  - Construction techniques that utilize aesthetic design and compatible or renewable material resources; and
  - A monitoring and maintenance process that keeps the proposed *PROJECT* at intended standards.

**7. Cost Effectiveness and Other Sources of Funds (Maximum 10 points)**

Other sources of funds are not required to receive a grant; however, projects that include other sources of funds will be more competitive. Both monetary and In-Kind support may be considered other sources of funds.

1. Identify the source and amount of funds already committed to the purchase and maintenance of the project and the expected timing of those funds. Cite specific dollar

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amounts for cash contributions, in-kind services, volunteer effort, technical expertise, etc.

2. Explain how the project will be completed using grant funds and other sources of funds and explain the timing of availability of all funding.

8. **Sustainability, Long Term Management and Model Project Values (Maximum of 10 points)**

If applicable, describe how the project is sustainable (involves an activity that can be repeated over along period of time without causing damage to the environment and community). Describe the long term management plan, how it will be implemented and assurances of implementation. Also, describe how the project is useful as a model in the program area or in other sub-regions, if appropriate.

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## Strategic Opportunity Grants

Strategic Opportunity Grants (SOGs): Grant Requests are submitted to the SNC after consultation with SNC staff. Following review, grants will be awarded by the SNC Board or Executive Officer on an on-going basis. These grants are intended to provide the SNC flexibility to address various needs and time sensitive opportunities not addressed through the competitive grant process. There are no limitations on SOG award size. For the 2007/08 Fiscal year, each Sub-region has been allocated \$1 million for these grants. Projects eligible for SOGs include the following:

- Project related activities such as initial project planning and development, environmental review and appraisal services (could be a part of an acquisition or site improvement project)
- Implementation of projects that are not directly related to acquisition or site improvement (could include capacity building, educational efforts, research studies, publications, or events)

## Application Process

- *APPLICANTS* consult with SNC staff to determine specific information needed as part of grant request.
- *GRANT REQUEST* submitted following consultation with SNC staff
- *GRANT REQUEST* evaluated by the SNC staff.
- In evaluating *GRANT REQUEST*, SNC may consider awarding partial funding.
- *GRANT REQUEST* approved by Board (Executive Officer may approve grants in limited circumstances under delegated authority).

## Grant Proposal and Evaluation

Grant Requests must contain the information described in Appendix E. In evaluating proposals for SOG funding, the SNC will consider the following criteria, with a consideration of Sub-regional needs and priorities.

**What SNC program goals does the project address (multiple benefits will be awarded additional points)? Describe how the project contributes to each program goal (if it a goal is not addressed, enter N/A).**

- a) Provide increased opportunities for tourism and recreation.
  - b) Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
  - c) Aid in the preservation of working landscapes.
  - d) Reduce the risk of natural disasters, such as wildfires.
  - e) Protect and improve water and air quality.
  - f) Assist the regional economy through the operation of the SNC's program.
  - g) Undertake efforts to enhance public use and enjoyment of lands owned by the public.
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## Land and Water Benefits

Describe the benefits the *PROJECT* will provide for the *PROTECTION* and *RESTORATION* of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources within the boundaries of the Sierra Nevada Conservancy as defined by PRC Section 33302 (f). Include all direct and indirect impacts (or avoidance of adverse impacts) on water and watersheds, and other natural resources including wildlife habitat and working landscapes.

## Threat

Describe any existing or potential threats to the project site and what could happen if the Project is not funded, and/or how the project would minimize or eliminate this threat. Description should also address the urgency of any existing or potential threat, including documentation of such urgency.

## Cooperation and Community Support

Describe the efforts to include various stakeholders in planning and/or implementation of the Project. Provide information on the following:

- Methods used to obtain the ideas of interested parties and public agency and non-profit partners
  - Consultation with local agencies, including water agencies
  - Notification to interested parties of the opportunity to participate, and approximate number of interested parties notified
  - Use of stakeholders in designing and/or implementing the Project
  - Demonstrated community support for the project
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## APPENDIX A

### LONG TERM MANAGEMENT PROPOSAL

Site Improvements and Properties acquired with grant funds, including less than fee title acquisitions, must be maintained to protect the value of the resource. The Long Term Management Proposal must also support the goals of the Project as presented in the Project Proposal Narrative.

1. Describe the long-term management (e.g., weed control, mosquito abatement, fencing, etc.) of the resource:
  - a. What is planned for the long-term management?
  - b. Who will perform the long-term management? Describe their experience in managing this type of resource.
  - c. How will the ongoing management be funded?
2. What, if any, future modifications/improvements may be planned for the resource (e.g., habitat improvement/restoration, recreation, public access, etc.)? How will the property continue to meet the program requirements with these improvements?
3. For Conservation Easements, describe your plan for stewardship and address ongoing funding to support the terms and conditions of the stewardship plan.



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## APPENDIX B

### PROGRAM GEOGRAPHIC AREA

Project must be located in the boundaries of the Sierra Nevada Region to be eligible. *PROJECTS* bisected by the boundaries described are eligible for this program. PRC Section 33302 (f) defines the Sierra Nevada Region as the area lying within the Counties of Alpine, Amador, Butte, Calaveras, El Dorado, Fresno, Inyo, Kern, Lassen, Madera, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Shasta, Sierra, Tehama, Tulare, Tuolumne, and Yuba, described as the area bounded as follows:

On the east by the eastern boundary of the State of California; the crest of the White/Inyo ranges; and State Routes 395 and 14 south of Olancho; on the south by State Route 58, Tehachapi Creek, and Caliente Creek; on the west by the line of 1,250 feet above sea level from Caliente Creek to the Kern/Tulare County line; the lower level of the western slope's blue oak woodland, from the Kern/Tulare County line to Big Bend above Red Bluff; the Sacramento River from Big Bend north to Cow Creek below Redding; Cow Creek, Little Cow Creek, Dry Creek, and Dry Creek Road, between the Sacramento River and Lake Shasta; the Pit River Arm of Lake Shasta; the northerly boundary of the Pit River watershed; the southerly and easterly boundaries of Siskiyou County; and within Modoc County, the easterly boundary of the Klamath River watershed; and on the north by the northern boundary of the State of California; excluding both of the following:

- (1) The Lake Tahoe Region, as described in Section 66905.5 of the Government Code, where it is defined as "region."
- (2) The San Joaquin River Parkway, as described in Section 32510.

See [http://www.sierranevada.ca.gov/html/map\\_of\\_the\\_region\\_sub\\_regions.html](http://www.sierranevada.ca.gov/html/map_of_the_region_sub_regions.html) for map or contact staff to clarify whether *PROJECT* is located in an eligible area.

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## APPENDIX C

### **DEFINITIONS**

Capitalized and italicized words and terms, other than the first word of each sentence, appear in the body of these guidelines (excluding the sample resolution, Contract, and Contract Provisions). These words are defined in the Definition Section below. Unless otherwise stated, the terms used in these Guidelines shall have the following meanings:

*ACQUISITION* – To obtain fee title interest or any other interest in real property including easements, leases and development rights. All rights so purchased are to be permanent. Rentals do not constitute Acquisition.

*APPLICANT* – Eligible entities as defined by the SNC program.

*APPLICATION* – The individual *APPLICATION* form and its required attachments for *GRANTS* pursuant to the SNC Program.

*AUTHORIZED REPRESENTATIVE* – The designated position authorized in the Resolution to sign all required Grant documents including, but not limited to the *GRANT CONTRACT*, the *APPLICATION* form, payment requests, and *GRANT COMPLETION PACKET* forms. The *AUTHORIZED REPRESENTATIVE* may designate an alternate by informing *SNC* in writing.

*BOARD* – The governing body of the Sierra Nevada Conservancy as authorized by PRC Section 33321.

*BOND* or *BOND ACT* - Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006

*CAPITAL IMPROVEMENT* – *PROJECTS* that utilize *GRANT* funds for *ACQUISITION* of land or *SITE IMPROVEMENTS*.

*CEQA* – the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. *CEQA* is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and Historical Resources that may occur as a result of the agency's proposed Project. For more information, refer to <http://ceres.ca.gov/ceqa/>.

*CONSERVATION EASEMENT* - Any limitation in a deed, will or other instrument in the form of an *EASEMENT*, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such *EASEMENT* and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

*COMPETITIVE* – A process whereby Projects are ranked and selected based upon program specific criteria.

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*CONSERVANCY* – Sierra Nevada Conservancy as defined in PRC Section 33302 (b).

*CONTRACT* – An agreement between the *CONSERVANCY* and the *GRANTEE* specifying the payment of funds by the *CONSERVANCY* for the performance of the *PROJECT SCOPE* within the *CONTRACT PERFORMANCE PERIOD* by the *GRANTEE*.

*CONTRACT PERFORMANCE PERIOD* – The period of time that the *GRANT SCOPE ELIGIBLE COSTS* may be incurred, and the work described in the *GRANT SCOPE* must be completed, billed and paid by the state. This period is the same as the beginning and ending dates of the *CONTRACT*. Eligible costs incurred during this period may be funded from the grant.

*EASEMENT* - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

*EXECUTIVE OFFICER* - The person appointed the manager of the SNC.

*FAIR MARKET VALUE* - The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other designated authority.

*ELIGIBLE COSTS* – Expenses incurred by the Grantee during the Contract Performance Period of an approved Contract, which may be reimbursed by the Conservancy. (See page)

*GRANT* – Funds made available to a Grantee for Eligible Costs during a Contract Performance Period.

*GRANTEE* – An entity that has a Contract for Grant funds.

*GRANT SCOPE* – Description of the items of work to be completed with Grant Funds as described in the *APPLICATION* form and cost estimate.

*HISTORICAL RESOURCE* – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

*IN-KIND* – Donations that are utilized on the *PROJECT*, including materials and services. These donations shall be eligible only as *OTHER SOURCES OF FUNDS*.

*LOCAL PUBLIC AGENCY* – A city, county, district, or joint powers authority. *NONPROFIT ORGANIZATION* - a private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and that has among its principal charitable purposes preservation of land for scientific, educational, recreational, scenic, or open-space opportunities; or, protection of the natural environment, preservation or enhancement of wildlife; or, preservation of cultural and historical resources; or, efforts to provide for the enjoyment of public lands.

*OTHER SOURCES OF FUNDS* - Cash or In-Kind contributions that are required or used to complete the *ACQUISITION* or *SITE IMPROVEMENT PROJECT* beyond the *GRANT FUNDS* provided by this program.

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*PRESERVATION* - Rehabilitation, stabilization, *RESTORATION*, and reconstruction, or any combination of those activities.

*PROJECT* – The work to be accomplished with *GRANT* funds. (See Eligible Projects on pp).

*PROJECT MANAGER*– An employee of the *SNC*, who acts as a liaison with the *APPLICANTS* or *GRANTEES* and administers *GRANT* funds, ensures compliance with guidelines and the *GRANT CONTRACT*.

*PROPOSITION 84* - See *BOND*.

*PROTECTION* - Those actions necessary to prevent harm or damage to persons, property or natural resources or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, *PRESERVATION* and interpretation (only *CAPITOL OUTLAY* costs are eligible).

*REGION* - Sierra Nevada Region as defined in PRC Section 33302 (f).

*RESTORATION* - The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for the control of erosion, the control and elimination of exotic species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road or trail elimination, road-to-trail conversion, trail reconstruction, trail relocation and associated removal of old or non-system trails and other plant and wildlife habitat improvement to increase the natural system value of the property.

*SITE IMPROVEMENTS* - Project activities constituting *RESTORATION* or *PROTECTION* or both.

*SNC* – Sierra Nevada Conservancy as defined in PRC Section 33302 (b).

*STEWARDSHIP PLAN* - Means a plan to provide ongoing implementation and management associated with the *ACQUISITION* of a *CONSERVATION EASEMENT* or *SITE IMPROVEMENT PROJECT*.

*TOTAL PROJECT COST* – The amount of the *OTHER SOURCES OF FUNDS* combined with the Grant request amount that is designated and necessary for the completion of a *PROJECT*.

*TRAIL* – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, or bicycling activities.

*TRIBAL ORGANIZATION* - Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

*WORKING LANDSCAPE(S)* - Lands producing goods and commodities from the natural environment (most commonly farms, ranches, and forests). For many communities, these lands are an important part of the local economy, culture, and social fabric.

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## APPENDIX D

### COMPETITIVE GRANT APPLICATION Packet Requirements and Checklist

The PROJECT APPLICATION shall consist of one copy of each of the items listed on the checklist (below). The items must be included in the order they appear on the checklist.

1. ☐ APPLICATION Form. The APPLICATION form must be completed and signed by the APPLICANT'S AUTHORIZED REPRESENTATIVE.
2. ☐ Authorizing Resolution. Provide a copy of documentation of authority of applicant to submit application.
3. ☐ Project Proposal. Provide a written proposal, which answers each question or responds to each statement in the Project Proposal and Evaluation portion of these guidelines as it pertains to the Project

Limit the Project Proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages. Any pages beyond the 10-page limit will neither be reviewed nor scored.

4. ☐ Project Summary. Provide a summary (one-page maximum) that explains the Project and any associated elements that are in addition to acquisitions or site improvements to be funded by the grant. The summary will not be scored.
5. ☐ PROJECT Location Map. Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the PROJECT. (Should be before Site Plan and Topo maps)
6. ☐ Site Plan. (For SITE IMPROVEMENT PROJECTS)  
For PROJECTS involving RESTORATION provide a drawing or depiction indicating scale, PROJECT orientation (north-south), what work the Grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the GRANT SCOPE. The plan should also indicate access points to the site if appropriate.
7. ☐ Topographic Map.  
(For SITE IMPROVEMENT PROJECTS)  
Submit a topographic map (APPLICANT to specify scale) that is detailed enough to identify the PROJECT elements as described in the GRANT SCOPE and include all parcels (owned or leased) that are part of the PROJECT site. As applicable, depict the PROJECT in relation to surrounding resources including the affected watershed and where the project is located within the watershed. Also include information on vegetated areas, creeks, wetlands and other features including archeological sites and existing roads and TRAILS. Describe and locate any existing buildings on the PROJECT site.

OR

(For *ACQUISITION PROJECTS*)

Submit a topographic map (*APPLICANT* to specify scale) with parcels to be acquired shown and an indication of where the proposed *PROJECT* parcels will be located. As applicable, depict the *PROJECT* in relation to surrounding resources including the affected watershed and where the project is located within the watershed. Also include information on vegetated areas, creeks, wetlands and other features including archeological sites and existing roads and *TRAILS*. Describe and locate any existing buildings on the *PROJECT* site.

8. ☐ Photos of the *PROJECT* site. Submit adequate dated photos to show the area(s) to be *RESTORED*, *PROTECTED* or *ACQUIRED*.
9. ☐ Cost Estimate. Provide details on *PROJECT* costs. List *GRANT* funds and the amount of *OTHER SOURCES OF FUNDS* to be used on the *PROJECT*.
10. ☐ For *ACQUISITION PROJECTS*  
Submit a copy of a real estate appraisal.
11. ☐ *ACQUISITION* Schedule, Parcel Map, and Willing Seller Letter  
(For *ACQUISITION PROJECTS*)  
Provide an *ACQUISITION* schedule outlining the acreage and parcel number(s) to be acquired, estimated *ACQUISITION* date and estimated value of each parcel to be acquired. If applicable, include the estimated cost of relocation. Land or interests in land acquired with *GRANT* funds shall be acquired from a willing seller. Provide a letter from the seller(s) which indicates a willingness to sell or other documentation that the property is for sale. All *ACQUISITIONS* shall be in perpetuity. In addition, for permanent easements, submit a copy of the proposed easement language. Permanent easement agreements must guarantee the authority, in perpetuity, to use the property for the purposes specified in the *APPLICATION*.
12. ☐ Land Tenure  
(For *SITE IMPROVEMENT PROJECTS*)  
If property is owned in fee title, provide the recordation number(s) from the deed. If property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure requirement has been met.
13. ☐ California Environmental Quality Act (*CEQA*) for *ACQUISITION* or *SITE IMPROVEMENT PROJECTS*. The Applicant is required to comply with *CEQA*. *APPLICANTS* should consult with SNC staff regarding the appropriate process and documents required.
14. ☐ Leases or Agreements. Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting *PROJECT* lands or the future operation and maintenance thereof (if applicable), excluding those relevant to land tenure. If not applicable, state that it is not applicable.

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15. ☐ Required Regulatory Permits (if applicable). Provide a list of existing and additional required permits, the status of each, and indicate when permit approval is expected. If not applicable, state that it is not applicable. Examples could include:
- California State Lands Commission
  - California Department of Fish and Game Permit
  - US Fish and Wildlife Service
  - US Army Corps of Engineers
  - Local permits
  - Regional Water Board Permits
16. ☐ Long-Term Management Proposal – Provide a proposal to manage and operate the *PROJECT* or property acquired with grant funds in a manner consistent with the goals of the Program (See Appendix A).
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## APPENDIX E

### STRATEGIC OPPORTUNITY GRANT APPLICATION Packet Requirements and Checklist

The PROJECT APPLICATION shall consist of one copy of each of the items listed on the checklist (below). The items must be included in the order they appear on the checklist.

1. ☐ APPLICATION Form. The APPLICATION form must be completed and signed by the APPLICANT'S AUTHORIZED REPRESENTATIVE.
  2. ☐ Authorizing Resolution. Provide a copy of documentation of authority of applicant to submit application.
  3. ☐ Project Proposal. Provide a written proposal, which answers each question or responds to each statement in the Project Proposal and Evaluation portion of these guidelines as it pertains to the Project  
  
Limit the Project Proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages. Any pages beyond the 10-page limit will neither be reviewed nor scored.
  4. ☐ Project Summary. Provide a summary (two-page maximum) that provides key elements of the Project, including a proposed budget.
  5. ☐ California Environmental Quality Act (CEQA) APPLICANTS should consult with SNC staff regarding the appropriate process and documents required.
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